



# Rules Committee

Wednesday, February 22, 2006

1:00 p.m. to 3:00 p.m.

Public Health

4041 North Central Avenue, Phoenix

15<sup>th</sup> Floor, Joshua Room

*Approved*

*The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.*

## MEETING MINUTES

PHOENIX  
EMA  
RYAN  
WHITE  
PLANNING  
COUNCIL

**Attended:** Eric Moore, Keith Thompson, Larry Stähli, Randall Furrow

**Alternates:** Carol McFadden for Jackie Meeks

**Excused:** Mark Kezios

**Absent:**

**Guests:** John Zielinski, John Sapero, Michael Bryson

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### Welcome, introductions and declarations of any conflicts-of-interest

Eric Moore called the meeting to order at 1:10 p.m. and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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### Determination of quorum

Eric Moore determined that quorum was established, with five of six members present at 1:10 p.m.

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### Review and approval of the minutes for the January 25, 2006, meeting

**MOTION:** Larry Stähli moved to accept the minutes. Randall Furrow seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### Committee Chair update

None.

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Eric Moore  
Rules Committee Chair

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## MEETING MINUTES *continued*

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### Review and revision to the Conflict of Interest form

The committee reviewed and revised the Planning Council's Conflict of Interest form (available from PCS). An area to identify who alternates represent was added. In place of writing in how you are affiliated with an organization, the following check boxes would identify the types of conflicted affiliations: *Employee, Officer, Relative, Financial Interest, or Prospective Employee*. Explanations of who fits within these affiliations would remain unchanged, although formatting would change.

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### Review of members' conflicts of interest

The committee reviewed each Planning Council member's conflicts of interest and developed a tracking tool to manage this information. HRSA consultants would be asked to clarify whether Carol Williams' part-time employment constitutes duplicate representation for MIHS since she is not their representative. The decision would be referred back to the Membership Committee. The consensus of the committee was that she should remain an Institutional Member but announce her conflicts with MIHS.

The tracking form will become an attachment to the committee's policies and procedures.

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### Review of sub-committee's Policies & Procedures documents

The committee reviewed the completed Policies & Procedures documents developed by other Council sub-committees. The committee made recommendations for revisions:

#### Community Planning & Assessment Committee

- Add participation in the development of the Statewide Coordinated Statement of Need with Title II
- Group together sections on the "Comprehensive Plan," "Epidemiological Data," and "Needs Assessment" under "Data Compilation and Analysis"
- Add review of utilization data to timeline

#### Membership Committee

- Add training component
- Change interviewing process to not require executive session
- Add explanation of when to be an advocate versus when to be a planner
- Consult Bylaws, Article 9, Sections 4 and 11 to whether it clarifies "Membership Category Changes" [VIII. 6. (a)]

#### Standards Committee

- Revise "implementation and assessment" of outcome evaluation to whether it is "oversight," "development," "assessment" and/or "implementation"

## MEETING MINUTES *continued*

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### Discussion of agenda items for the next meeting

The committee determined the following possible agenda items to be discussed at the next meeting:

- Review sub-committee's Policies & Procedures documents
- Review and report members' conflicts of interests
- Review and revise the Conflicts of Interest form
- Compile potential Bylaws revisions
- Create Bylaws Glossary

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### Current events summaries

Planning Council Support related that the Board of Supervisors (BOS) will begin background investigations on new and renewing applicants to the Council.

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### Call to the public

None.

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### Adjourn

The meeting adjourned at 2:55 p.m.

**The next meeting of this committee is scheduled for: Wednesday, March 22, 2006.** This committee generally meets on the fourth Wednesday of each month.

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Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.